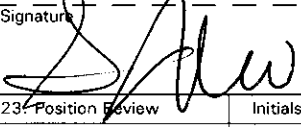


# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) STANDARD MWR NAF PD						3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. CNIC-STD-2					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No											
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code									
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment																	
c. Second Level Review		CHILD & YOUTH PROGRAM ASSISTANT				CY		1702		I		SN		7-18-08			
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office		C&Y PROGRAM ASSISTANT ENTRY LEVEL				GSE		1702		02							
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)											
18. Department, Agency, or Establishment						c. Third Subdivision											
a. First Subdivision						d. Fourth Subdivision											
b. Second Subdivision						e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
Signature _____ Date _____						Signature _____ Date _____											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position  OPM PC GENERAL EDUCATION & TRNG SERIES GS 1702 TS-109 OCT 91											
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature  Date 7-18-08																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)																	
b. Supervisor																	
c. Classifier																	
24. Remarks																	

## 25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management  
FPM Chapter 295

## **Child and Youth Program Assistant CY-1702-I (GSE-02)**

### **Introduction**

This is a Statement of Differences to the base position, Child and Youth (CY) Program Assistant, GS-1702-04. This position is an entry position leading to the base position.

The purpose of the CY Program Assistant is to provide appropriate developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs.

The duties of this position are developmental in nature and designed to provide experience to qualify for higher level positions leading to the base position. The incumbent performs the more routine child care tasks, following step-by-step instructions. Little or no previous training or experience is required. Work is reviewed in detail, while in progress and upon completion, to ensure and assess trainee's progress and to evaluate attainment of training objectives and readiness for further training. Training will be of a progressively more responsible and specialized nature associated with the child care and development operations. These duties are performed to increase knowledge of child care duties and responsibilities and to develop skills for advancing to the higher-level positions.

### **Major Duties and Responsibilities**

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

#### **Curriculum**

- Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for special needs children and youth as directed by the supervisor.
- Promotes and models safety, fitness, health, and nutrition practices.
- Helps arrange for and/or serve appropriate snacks or meals where applicable.

#### **Indoor and Outdoor Environment**

- Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules.
- Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.).
- Assists with developing a list of needed supplies and equipment for submission to the supervisor.

### **Interactions and Relationships**

- Helps establish a program environment that promotes positive interactions with other children, youth, and adults.
- Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors.

### **Supervision of Children and Youth**

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth ranging in age from 6 weeks to 18 years.
- Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

### **Parent and Employee Communication**

- Interacts professionally with employees, parents, and local installation command personnel.

### **Assessment**

- Participates in program evaluation as required.

### **Compliance**

- Assists in achieving and maintaining DoD certification and national accreditation where applicable.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.
- Notifies supervisor of health, fire, and safety compliance concerns.

### **Additional Responsibilities**

- Completes all training requirements, including orientation, monthly, annual and the approved Department of Navy (DoN) Standardized Module Training.
- Assists in maintaining program participation data and completing required reports.
- Performs other related duties as assigned.

### **Classification Factors**

#### **Factor 1. Knowledge, Skills and Abilities Required by the Position**

- Prior experience working with children and/or youth preferred.
- At least 18 years of age and a high school diploma or equivalent.

- Speak, read and write English.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to complete all DoN training requirements within the specified timeframes, including orientation, initial, Standardized Module Training, and ongoing training requirements.
- Ability to promote and foster effective working relationships with children and youth and co-workers.
- Ability to work cooperatively as a member of a team.
- Ability to obtain a food handler's card.
- Ability to obtain a driver's license if required.
- Ability to obtain a Commercial Drivers License (CDL) if the position requires the incumbent to transport children.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

## **Factor 2. Supervisory Controls**

Works under the close supervision of the CYP Director or Assistant CYP Director. As an entry level position, the incumbent may receive daily on-going guidance and instruction from a more experienced Program Assistant assigned to the classroom or activity area or Program Lead. Incumbent works as instructed and consults with the supervisor, as needed, on matters not specifically covered by the original instructions. Work is checked in progress and completed work is reviewed for adherence to instructions and for adequacy.

## **Factor 3. Guidelines**

Specific, detailed guidelines covering all aspects of the assignment are provided to the employee. The employee works in strict adherence to guidelines, and deviations must be authorized by the supervisor.

## **Factor 4. Complexity**

The work consists of a relatively few clear-cut tasks with limited choice in deciding what needs to be done and with readily recognized actions.

## **Factor 5. Scope and Effect**

The work involves the performance of specific, routine, repetitive or closely related tasks. The service provided saves the time of other CYP employees and contributes to the efficiency of the CYP, but has little impact beyond the immediate organizational unit or beyond the timely provision of limited services to others.

## **Factor 6. Personnel Contacts**

The personal contacts are with employees within the immediate organization, or work unit and/or with members of the community serviced, such as parents, children and youth, and educators.

**Factor 7. Purpose of Contacts**

The purpose of contacts is to clarify, or give facts or information directly related to the work.

**Factor 8. Physical Demands**

The work requires considerable walking, standing, bending, stooping and lifting up to 40 pounds. Activities may require incumbent to drive an automobile (to include driving a government vehicle while transporting children). However, most of the work is done in classroom settings or activity areas, and no special, physical demands are made upon the incumbent.

**Factor 9. Work Environment**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs, and services, such as exposure to disease and injuries from lifting. Normal fire and safety precautions must be adhered to. Activities planned are conducted in a building or outside and are suitable for CY programs. The work area is adequately lighted, heated, and ventilated. The incumbent may be required to work an uncommon tour of duty.